



City and Borough of Juneau, Alaska  
Finance Department, Sales Tax Office  
155 South Seward Street  
Juneau, AK 99801  
Ph (907) 586-5265 Fax (907) 586-0365

## Application for Nonprofit Sales Tax Exemption Certificate

### 1) ORGANIZATION NAME

(Legal name as provided on Articles of Incorporation, or if unincorporated, the governing document)

### 2) ORGANIZATION MAILING ADDRESS

Street Address or P.O. Box number

My organization maintains a physical presence in the City/Borough of Juneau

\_\_\_\_\_ YES \_\_\_\_\_ NO

City State/Province Zip Code Country if outside U.S.

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### 3) CONTACT INFORMATION OF REPRESENTATIVE SUBMITTING THIS APPLICATION

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### 4) READ AND INITIAL

\_\_\_ I hereby apply\* for a Sales Tax exemption Certificate under Provision 12 of the Sales Tax Ordinance CBJ 69.05.040.

\_\_\_ I certify the attached evidence of our Internal Revenue Service classification of 501 (c) (3) or 501 (c) (4) is in good standing

\_\_\_ I am aware that all nonprofit organizations that maintain a physical presence within the City and Borough of Juneau must register with the Sales Tax Office and report their sales.

\_\_\_ I am aware this certificate exempts the organization's purchases and those sales that are not subject to federal income tax.

5) \_\_\_\_\_  
**Signature** **Date**

#### \* Applications MUST be accompanied by the following required attachments:

- 1) A copy of the letter from the Internal Revenue Service announcing your classification status as a 501 (c) (3) or a 501 (c) (4), and
- 2) Payment of the \$20.00 application fee, and
- 3) A completed CBJ Business Registration Form - This only applies to nonprofit organizations that maintain a physical presence within the City and Borough of Juneau that have not previously registered with the Sales Tax Office.

**Applications received without the required documents or payment will not be processed.**

#### FOR OFFICE USE ONLY

Certificate Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Cash \_\_\_\_ Check # \_\_\_\_\_

Clinton Singletary  
Sales Tax Administrator